

## **Education Council Meeting Format and Guidelines**

### **Process for Setting Meeting Agenda:**

- Where possible, structure Education Council meetings so that Council business comes first.
- Informational briefings should be limited to 30 minutes total, with the presentation itself not to exceed 20 minutes.
- Have the Education Council chair and Executive Secretary review and comment on draft Education Council meeting agendas.
- The timekeeper will give 5 and 2 min warnings to all presenters and take appropriate action to ensure meetings are kept on schedule.
- All presentations brought before the Education Council should clearly have relevance to the broad NOAA Education community.